

**METROPOLITAN GOVERNMENT
OF
NASHVILLE AND DAVIDSON COUNTY**

GENERAL RECORDS SCHEDULE

**OFFICE OF THE METROPOLITAN CLERK
205 METROPOLITAN COURTHOUSE
NASHVILLE, TENNESSEE 37201
October, 2001**

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INTRODUCTION

Records are being produced by every department of Metropolitan Government. In addition to regular filing areas, hundreds of attics, basements, and spare rooms are filled with obsolete records. Our natural reluctance to destroy anything that might one day be needed combined with inadequate retention and disposal guidelines have led to this vast accumulation of records.

The above paragraph was included in the original General Records Schedule and much of it is true today. There has been progress in the area of Records Management, but Metro Government is creating even more records than it did back then. The number of places where obsolete records are being stored is on the decline, but it is so easy to fall back into old habits. Records Management is an ongoing task and it provides daily benefits to those who engage in it.

The General Records Schedule lists records series that are common to most departments and assigns a retention period based on administrative, fiscal, legal, and historical value. This document is issued by the Metropolitan Clerk, reviewed by the Legal Department and Metropolitan Archivist, and approved by the Davidson County Public Records Commission. It is a part of the continuing effort to provide departments with authority to manage their records.

HOW TO USE

The General Records Schedule is a guide to record retention and disposal.

The schedule is organized into functional areas. Files or record series are listed that result from activities or functions that are performed by most Metro departments. The retention period is listed for each record.

Titles of the same or similar records may vary from one department to another. An alphabetical index of all the listed records is provided at the end of this document.

The phrase “Destroy after 3 years” should be interpreted as maintaining three complete years (either calendar or fiscal) plus the current year. For example, activity reports created between Jan 1, 2000 and Dec. 31, 2000 should be maintained together as a block. Jan. 1 2002 would complete the first year of retention, Jan. 1, 2003 would complete the second, and Jan. 1, 2004 would complete the third year at which time all activity reports created in the year 2000 could be destroyed.

Record series with historical value should be transferred to the Metro Archives. Within record series that are eligible for destruction, there may be individual items that will be of interest in the future. If there is any question, contact the Metro Archives.

The office of the Metropolitan Clerk will hold training classes on the use of General Schedules and provide instructions for preparing Records Disposition Authorizations for unique records series.

100 – GENERAL ADMINISTRATIVE RECORDS

RECORD SERIES

101. **Activity Reports** - Daily, weekly, or monthly office activity reports which relate to routine activities.

Destroy after 3 years

102. **Contracts** - Legal instruments to which Metro agencies are a party.
Record Copy: Destroy 7 years after completion of project. Maintained by Metropolitan Clerk. (Revised in RDA 287, May 17, 1999)

All Others: Destroy 5 years after completion of project or last change.

103. **Correspondence** with citizens and government officials regarding policy or procedure development or program administration.

Destroy after 2 years. CAUTION: Before disposal, appraise for continuing administrative usefulness and historical value. Material considered of historical value should be transferred to the Metro Archives for appraisal. Records not selected for retention will be destroyed

104. **Correspondence of a routine or repetitive type.**

Destroy after 2 years. CAUTION: Before disposal, appraise for continuing administrative usefulness and historical value. Material considered of historical value should be transferred to the Metro Archives for appraisal. Records not selected for retention will be destroyed

100 – GENERAL ADMINISTRATIVE RECORDS CONTINUED

RECORD SERIES

105. Grant Development and Proposal Files - Reports, planning memoranda, correspondence, management studies, and similar records created for and used in the development of grant proposals to state or federal agencies; the final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant.

Final proposal and any supporting documentation that serves to modify it during life of grant. *Retain 7 years , then transfer to Metro Archives for appraisal of historical value. Records not selected will be destroyed.*

All other reports and papers. *Destroy 5 years after submission of final expenditure report.*

106. Leases and Agreements.

Destroy 7 years after completion or expiration.

107. Minutes and supporting documentation - accounts of proceedings and actions of Metro Council, boards, commissions and committees.

Record Copy: PERMANENT. Transfer to or make copies for Metro Archives.

Reference Copies: Retain until no longer needed for reference, then destroy.

108. Minutes-Audio tape recordings.

Transfer to Metro Archives provided decision is not under appeal. Records will be appraised for historical value. Records not selected will be destroyed.

109. News and Press Releases - Documents relating to the distribution of information to news media about a department and its work, including proclamations and dedications.

Transfer to Metro Archives when no longer needed for reference. Records will be appraised for historical value. Records not selected will be destroyed.

110. Office Service Files - documents relating to the general maintenance of an office including, but not limited to, inspections and reports of unsafe working conditions.

Destroy after 1 year.

100 – GENERAL ADMINISTRATIVE RECORDS CONTINUED

RECORD SERIES

111. **Ordinances** - Originals of the ordinances of the Metro Council, including those that have been repealed, revoked or amended.

Record Copy: PERMANENT. Maintained by Metro Clerk.

All Others: Retain until no longer needed for reference, then destroy.

112. **Reference Publications Files** - Copies of publications issued by government or non-governmental organizations and maintained for reference within an office.

Destroy when superseded, obsolete, or no longer needed for reference purposes.

113. **Resolutions** - Originals of resolutions of Metro Council.

Record Copy: PERMANENT. Maintained by Metro Clerk.

All Others: Retain until no longer needed for reference, then destroy.

114. **Annual Reports** – reports produced by department showing goals, achievements, statistics, etc.

Transfer one copy to Metro Archives for appraisal of historical value. Records not selected will be destroyed.

Reference Copies: Retain until no longer needed for reference, then destroy.

115. Record Type: Working Papers

Record Series Definition: Records created to serve as input for final reporting documents, including electronic data processed records, and/or computer output microfilm, and those records which become obsolete immediately after agency use or publication (Tennessee Code Annotated §10-7-301 (14)).

Retention Period: *Destroy when superceded, obsolete or no longer needed.*

Description of Records: Any document, regardless of physical form or characteristics, created or received by an agency that meets the definition given above. This may include, but is not limited to the following examples:

Alpha-numeric pager displays or any record of any computer-assisted paging device; Computer tape backups, or electronic copies, of the master copy of an electronic record or file retained in case the master file or database is damaged or inadvertently erased;

Convenience copies;

Electronic mail (e-mail) created or received by the user that becomes obsolete immediately after use;

Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports;

Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

Electronic records or files used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records;

Facsimile cover sheet and log or usage reports;

Notes;

Preliminary drafts of letters, worksheets, memoranda and reports;

Professional journals, magazines or books;

Reminder notes or electronic messages;

Routing slips;

Stocks of printed or reproduced documents kept for supply purposes;

Temporary computer files, such as temporary Internet files, cookie files, cache files or computer operating system temporary files;

Tickler files;

Unsolicited mail, catalogs, flyers or brochures;

Voice mail.

100 – GENERAL ADMINISTRATIVE RECORDS CONTINUED

RECORD SERIES

116. Calendars and Day Planners.

Destroy after 1 year.

117. Department Newsletters, Scrapbooks and Photographs

Transfer to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

118. Department Subject Files – Records filed alphabetically which are collected during the course of daily office activity. May contain correspondence, memos, publications, and reports used for reference.

Retain 3 years and transfer to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

119. Department Regulations and Procedures.

Retain 6 years after superseded or abandoned officially.

120. Citizen Report of Accident/Injury.

Department Copy: Retain 3 years and destroy.

121. Fixed Asset Change Authorization or Transfer Form

Record Copy: Maintained by Accounts. Retain 6 years after disposition and destroy.

Department Copy: Retain 3 years after disposition and destroy.

200 – FINANCE

RECORD SERIES

201. **Bid Files**

Maintained by Purchasing. *Destroy after 6 years.*

202. **Budget – Annual Report**

Transfer to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

203. Budget Working Papers – Records created for and used in the preparation of the annual budget.

Destroy after 5 years.

204. **Check Registers**

Destroy after 6 years.

205. **Check Copies.**

Destroy after 6 years.

206. **Claims For Traveling Expenses**

Record Copy: Destroy after 6 years. Maintained by Accounts.

All Others: Destroy after 3 years.

207. **Direct Payment Vouchers**

Record Copy: Destroy after 6 years. Maintained by Accounts.

All Others: Destroy after 3 years.

200 – FINANCE CONTINUED

RECORD SERIES

208. Disbursement Warrants

Record Copy: Destroy after 6 years. Maintained by Treasurer and Accounts.

All Others: Destroy after 3 years.

209. Journal Voucher or Journal Entry.

Record Copy: Destroy after 6 years.

All Others: Destroy after 3 years

210. Monthly Departmental Transaction Register

Record Copy: Destroy after 6 years.

All Others: Destroy after 3 years.

211. Object Code Analysis

Record Copy: Destroy after 6 years. Maintained by Accounts.

All Others: Destroy after 3 years.

212. Office Supply Storeroom Requisitions

Record Copy: Destroy after 6 years. Maintained by Purchasing.

213. Paid Voucher Report

Record Copy: Destroy after 3 years. Maintained by Departments.

200 – FINANCE CONTINUED

RECORD SERIES

214. Payroll Authorizations

Record Copy: Destroy after 6 years. Maintained by Payroll.

All Others: Destroy after 3 years.

215. Payroll Registers

Record Copy: Destroy when Earnings Record is produced. Earnings Record is maintained permanently by Payroll.

All Others: Destroy after 3 years.

216. Petty Cash Receipts

Destroy after 3 years.

217. Purchase Orders

Record Copy: Destroy after 6 years. Maintained by Purchasing.

All Others: Destroy after 3 years.

218. Receipts.

Destroy after 3 years.

200 – FINANCE CONTINUED

RECORD SERIES

219. **Receivable Warrants.**

Record Copy: Destroy after 6 years.

All others: Destroy after 3 years.

220. **Requisitions for Purchase**

Record Copy: Destroy after 6 years. Maintained by Purchasing.

All Others: Destroy after 3 years.

221. Procurement Card Files. Records related to purchase made by a Procurement card issued by Finance.

Retain 6 years and destroy.

222. **Accounts Payable.**

Record Copy: Retain 6 years and destroy.

All Others: Retain 3 years and destroy

223. **Accounts Receivable.**

Record Copy: Retain 6 years and destroy.

All Others: Retain 5 years and destroy.

200 – FINANCE CONTINUED

RECORD SERIES

224. Bank Statements, Deposit Slips and Reconciliations.

Retain 6 years and destroy.

225. Audit Reports

Transfer one copy to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

226. Cash Books

Retain 5 years and destroy.

227. General Ledger.

Retain 7 years and destroy.

228. Insurance Policies.

Retain 7 years after expiration of policy.

229. **Warrants** - Shows names of payee, amount, warrant number, and purpose of payment.

Retain 6 years and destroy.

300 – PERSONNEL

RECORD SERIES

301. **Job Description Files** - File identifying duties, responsibilities, salaries.

Record Copy: Destroy 5 years after superseded. Maintained by Personnel.

All Others: Destroy when superseded or no longer needed for reference.

302. **Requests for Holiday Pay**

Destroy after 3 years.

303. **Requests for Overtime/Compensatory Time**

Destroy after 3 years.

304. **Time and Attendance Reports** - Reports or cards detailing hours worked or vacation, sick, or compensatory time used.

Destroy after 3 years.

305. **Travel Authorizations**

Destroy after 3 years.

300 – PERSONNEL CONTINUED

RECORD SERIES

306. **W-2 Statements** – Returned “Unable to Delivery” by U.S. Mail.

Retain 1 year and destroy.

307. **Occupational Injuries and Illness Records**

Logs and Summary of Occupational Injuries and Illnesses – OSHA Form 200
Supplementary Record of Occupational Injuries and Illnesses – OSHA Form 101

Retain 5 years following the end of the year to which the records relate.

308. **Employee File Folders.**

Department Copy:

If transferring to another Metro department, transfer complete file to that department.

If terminating, retain file 5 years and destroy.

*Medical information should be placed in a separate envelope and transferred to Human Resources at the end of the calendar year of separation. Contact Human Resources for complete instructions.

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